CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW541					
Classification Specification: <u>LAND SURVEY SUPERVISOR</u>					
Salary Range: NR 39 – Management Benefit Level C					
Position Description (Working Title): Land Survey Supervisor					
Incumbent:					
Location: Public Works/Engineering - Survey					

GENERAL PURPOSE:

Under the direction of the City Land Surveyor or designee, supervise the survey staff in administrative and technical work of City cadastral, preliminary and final boundary, topographic, construction, and preliminary surveys for engineering design and other related surveying activities.

Work is characterized by supervisory functions in the performance of specialized, technical, and administrative responsibilities for day-to-day operation of the Survey Division. The incumbent performs a high degree of difficult, complex, and specialized professional and technical duties requiring the ability to make decisions and take responsibility for such decisions. Duties include, but are not limited to, performing supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws; researching legal information, existing right-of-way, easements, and public and private survey data from City, county, and state records; researching conflicts and recommending solutions; computing existing and proposed boundaries, right-of-way, and easements; writing legal descriptions for property and easement acquisition; and reviewing work submitted to the City from the private sector for technical correctness and compliance with applicable city, county, and state ordinances, codes, and statutes.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, assisting in interviews; making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed work; authorizing leave and

hours worked; appraising subordinate work performance; recommending promotion and disciplinary actions; addressing complaints; and resolving miscellaneous personnel issues.

Research legal information, existing right-of-way, easements, and public and private survey data from City, county, and state records; and research conflicts and recommend solutions.

Compute existing and proposed boundaries, right-of-way, and easements.

Write legal descriptions for property and easement acquisition.

Provide review of work submitted to the City from the private sector for technical correctness and compliance with applicable city, county, and state ordinances, codes, and statutes.

Develop scope of project and surveying methodology for assignments; and provide direction to survey section personnel on all land, control, or construction survey projects.

Prepare scope for survey services on City projects.

Evaluate and conduct Global Positioning System surveys.

Advise City staff, consultants, developers, and citizens on technical problems and questions relating to code compliance, right-of-way, subdivision design, mapping, and surveying issues.

Prepare base and final drawings for use by other divisions.

Assist public with matters related to surveying within the City and compliance with City regulations.

Assist in the Survey section planning, policy, and procedural development; recommend and formulate survey department procedures, policies, and guidelines; assist in budget development; assist in the determination of section goals and objectives; establish performance standards and ensure maximum utilization of staff.

Perform scheduling and coordination of City surveying assignments.

Plan, prioritize, and assign survey and mapping projects.

Routinely makes surveying computations, geodetic calculations of state plane coordinates, and adjustments of field traverses and level runs.

Compute, balance, and maintain accurate horizontal and vertical control involving section breakdowns, property surveys, and construction projects, establishing benchmarks and monumentation.

Prepare and/or certify survey maps, reports, and property descriptions.

Stamp, sign, and seal legal descriptions, records of survey, and various map documents as required by state law.

Develop and oversee consultant contracts for professional and technical services as assigned.

Analyze and determine boundary lines and monument locations according to established legal guidelines.

Performs computations from survey party notes for application to map or legal description preparation.

Provide direction and solutions to difficult technical problems encountered by the Survey staff.

Research and procure equipment and supplies for department.

Compute and prepare cut sheets for utility and street construction staking.

Prepare and maintain reports and records regarding survey operations and activities including budget and horizontal and vertical control surveys for use by the general public, private surveyors, engineers, and other governmental agencies.

Administer the City's obligation to safeguard the Public Land Survey System monuments as mandated by state and federal law.

Operate a variety of survey instruments and equipment and computer terminal, plotter, and blueprint machines.

Plan and oversee Right-of-Way Alignment Surveys, Topographical Design Surveys, Boundary Surveys, Construction Surveys, Geodetic GPS Surveys, and Public Land Survey System (PLSS) retracement surveys.

Conducts special projects as assigned by the City Land Surveyor.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Assume responsibilities of City Land Surveyor in his/her absence.

Perform related duties as assigned.

Position Description: Land Survey Supervisor Page 4 of 6

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Survey techniques, terminology, principles, and practices
- Methods, equipment, and materials used in surveying and drafting
- Technical aspects of field of specialty
- Public Land Survey System
- Principles of trigonometry, geometry, and algebra
- Principles and practices of civil engineering and Global Positioning System
- Land survey statutes, city, state, and federal codes and procedures
- Computer-aided drafting equipment and programs
- Current Washington State Plane Coordinate System
- Practices of boundary determination, land title research, legal descriptions of real property, easements, and terminology
- Safety standards and practices in Public Works construction
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs
- Effective supervisory principles and practices
- Basic budget preparation
- Correct English grammar, spelling, punctuation, and vocabulary

SKILLED IN:

- Application of current survey techniques, principles, equipment, and practices
- Performance of applied mathematical calculations and accurate survey computations in the application of trigonometry, geometry, and algebra quickly and accurately
- Research methods and preparing legal descriptions and drawings
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Effectively using and caring of field survey and engineering equipment, computers, computer-aided design equipment, and associated software
- Preparing accurate and legible field notes, sketches, and reports
- Effectively organizing and expressing ideas through the use of oral and written communications
- Application of principles and practices of supervision and training
- Reading and interpreting civil engineering, construction, and architectural plans and specifications
- Working effectively with City staff, other agencies, contractors, developers, and the general public

ABILITY TO:

- Read, interpret, and work from engineering plans, blueprints, construction and shop drawings, maps, and sketches
- Prepare accurate and legible field notes, sketches, and reports
- Perform professional and technical field survey work
- Maintain accurate records of work performed and prepare reports
- Plan and provide lead direction to assigned staff
- Clean and adjust survey instruments
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with co-workers, elected officials, managers, employees, and the public

- Observe legal and defensive driving practices
- Perform effectively as a team member
- Compose, proofread, and edit general correspondence, routine reports, etc.
- Read, analyze, and interpret technical journals, financial reports, legal documents, operating and procedure manuals, general business periodicals, professional journals, government regulations, etc.
- Speak effectively and present information in one-on-one and small group situations to the public and other employees of the organization
- Add, subtract, multiply, and divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school supplemented by two (2) years of college level

course work in land surveying and engineering or an equivalent community

college or trade school program in land survey; and

Experience: Eight (8) years surveying experience at the level equivalent of the Survey Party

Chief.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

- Professional license as a Land Surveyor provided by the State of Washington
- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must be able to successfully pass the City's pre-employment driver's records check
- Must successfully complete the City's Defensive Driving course; and maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to personal computer including technical, drafting, engineering applications and word processing software, printers, telephone, and fax and copy machine.

Standard and specialized hand and power machines, tools, and equipment used in surveying including, but not limited to levels, electronic measuring equipment, theodolites, total stations, data collectors, rods, and calculators.

Position Description: Land Survey Supervisor Page 6 of 6

The incumbent may also be required to operate a city vehicle to drive from site to site.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear normally with or without mechanical assistance. Frequently required to lift and or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Occasionally required to stand, walk, and reach with hands and arms.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor environment and an outdoor field environment; subject to driving from site to site; the incumbent may be exposed to individuals who are irate or hostile; and noise level in the work environment is usually moderate in the office and loud in the field.

SIGNATUR	ES:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee Date		Employee Services Director	/Designee Date	
**Note:			d and updated annually at al; when this position becomes	

duties of this position are changed significantly.

Revised: 07/10/2007; 12/12/07